UNITED NATIONS

ST

Secretariat

ST/IC/1998/3
8 January 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: Assistant Secretary-General for Central Support Services

Subject: SAFETY UPGRADES OF ESCALATORS AT UNITED NATIONS HEADQUARTERS

1. The purpose of the present information circular is to inform staff members of the upcoming phased upgrade of all escalators at United Nations Headquarters.

2. To minimize disruption of services to staff members, such renovation will be carried out in phases. In the first phase, the down escalator from the fourth floor to the third floor will be upgraded and not available from 5 to 18 January 1998.

3. After the successful completion and testing of the escalator noted in paragraph 2 above, the upgrading of the remaining escalators will be carried out in accordance with the following tentative schedule:

* Expiration date of the present information circular: 31 August 1998.

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Building/area	Escalator function	Date to be taken out of service	Date back in service
Secretariat	Up - 3rd to 4th floor	2 March 1998	16 March 1998
	Down - 3rd to 2nd floor	16 March 1998	30 March 1998
	Up - 2nd to 3rd floor	30 March 1998	13 April 1998
	Down - 2nd to 1st floor	13 April 1998	27 April 1998
	Up - 1st to 2nd floor	27 April 1998	11 May 1998
	Down - 1st floor to 1B	11 May 1998	25 May 1998
	Up - 1B to 1st floor	25 May 1998	8 June 1998
Conference	Up - 3rd to 4th floor to Delegates Dining Room	8 June 1998	22 June 1998
1-B neck	Up - 1st to 2nd floor	22 June 1998	6 July 1998
	Up - 2nd to 3rd floor	6 July 1998	20 July 1998
Delegates entrance	Down - 2nd to 1st floor	20 July 1998	3 August 1998
	Up - 1st to 2nd floor	3 August 1998	17 August 1998

4. In all cases, where appropriate, proper signs will be posted to direct staff members to a nearby escalator or staircase for alternate use.

5. Your full cooperation during the escalator upgrade programme is appreciated. The Office of Central Support Services regrets any inconvenience that may be caused to users during this period.